

## International Journal of Positive Behavioural Support

### Author guidelines for research/theoretical papers

#### 1. Aim and content of the publication

Positive behavioural support (PBS) combines the technology of applied behaviour analysis with the values base of contemporary services for people with intellectual disability and delivers this within a framework of person-centred approaches.

The International Journal of Positive Behavioural Support is a peer-reviewed publication, published twice a year that aims to:

- promote good practice in relation to the use of PBS
- add to the evidence base regarding such interventions
- demonstrate how PBS interventions can support people to improve their quality of life reduce their challenging behaviours, and result in reduction in the use of restrictive procedures (such as physical intervention, seclusion and as required medication)
- bridge the gap between academic research and service practice

The Journal therefore welcomes contributions in the form of:

- single-case studies
- group studies
- accounts of wider organisational change
- systematic reviews

All submissions should include data that evidence the impact of described interventions. In addition to papers describing more traditional experimental methodologies, manuscripts that report routine data collected by services or as part of dedicated audits are welcome. The Journal will feature both quantitative and qualitative studies.

Theoretical papers will also be considered providing these demonstrate a clear link to evidence in the existing literature or propose extensions to current practice. The Editors will also commission research reviews from time to time.

While the primary focus of the Journal is the use of PBS approaches in supporting children and adults with intellectual disability, manuscripts demonstrating their use with other populations will be welcomed.

The journal particularly welcomes submissions authored by or with people who have intellectual disabilities or autism.

Please read the instructions below for details of the Journal's requirements for manuscripts; it can also be read online at [www.bild.org.uk/ijpbs](http://www.bild.org.uk/ijpbs) Manuscripts in an incorrect format may be returned to the author.

## **2. Manuscript submission**

To submit a paper to the International Journal of Positive Behavioural Support, please send your manuscript by email attachment to [ijpbs@bild.org.uk](mailto:ijpbs@bild.org.uk)

Manuscripts should be sent as a Word document, or in Rich Text Format (.rtf) file; it should not be write-protected.

Articles are accepted for publication only at the discretion of the Editor.

Articles should be no more than 3-5,000 words including references.

## **3. Manuscript format and structure**

All manuscripts submitted to The International Journal of Positive Behavioural Support should include:

*Cover page:* this should have only the title and any sub-title, this is so submissions can be reviewed anonymously. The author's details should be supplied on a separate sheet and should include: name, address, email address, telephone and fax numbers. The author for correspondence should be clearly identified.

*Summary:* A summary of the contents of the manuscript of around 150 words, under four headings: Background; Method and materials; Results; Conclusions.

*Keywords:* up to six, that are relevant to the content of the manuscript to aid indexing, citing and online searches.

*Main text:* The main text, which should have appropriate sub headings. Tables and figures, illustrations and photographs should be placed at the end of the manuscript text. The position of all tables, figures, etc should be indicated within the text by use of Table 1, Figure 1, etc.

*References.*

## 4. Style

### 4.1 Language and terminology

Jargon, or unnecessary technical language, should be avoided. Wherever possible, use non-discriminatory languages that places the person first, (eg, 'adults with autism' rather than 'autistic adults') and is not sexist, (eg, does not assume that all children are boys, all teachers or support staff women) nor racist.

The Journal uses the term Intellectual Disability, not Learning Disability.

The journal uses UK English spelling.

### 4.2 Abbreviations and symbols

As far as possible avoid initials, except for terms in common use. All symbols and abbreviations should be clearly explained. Abbreviations should not be used when they refer to people, e.g. intellectual disabilities, not ID. Abbreviations that are common enough to be in the dictionary (eg, USA or IQ) are acceptable.

### 4.3 References

The Journal follows the Harvard reference style. This system uses the author's name and date of publication in the body of the text, and the bibliography is given alphabetically by author. Examples:

'The author has highlighted the implications of this research in another paper (Davies, 1996). Other writers have commented on related issues, notably Bartholomew (1991, 1999) and McClean (1991, p.29). '

Names and dates are enclosed in parentheses unless the author's name is part of the sentence. If two papers are cited by the same author, and both are published in the same year, the first should be referenced as (Bartholomew 1991a), then (Bartholomew 1991b), and so on.

The full citation is listed at the end of the article, which is arranged in alphabetical order by author. Journal names are given in full and are italicised, as are book names. References would be cited as follows:

Sigman, MD, Kasari, C, Kwon, J and Yirmiya, N (1995), 'Responses to the negative emotions of others by autistic and normal children', *Child Development*, vol. 33, no. 3, pp. 435-439.  
Happe, F (1995), *Autism: an introduction to psychological theory*, Cambridge, MA: Harvard University Press.

#### *4.4 Hyphenation*

Turn the hyphenation function off.

#### *4.5 Tables, Figures and Figure Legends*

Tables and figures should have short, descriptive titles, and be clearly numbered consecutively, e.g. Table 1, Table 2, etc, in order of their appearance in the text. All tables and figures should be listed at the end of the manuscript. They should be given a short caption. All footnotes to tables and their source(s) should be typed below the table.

Tables must, as far as possible, include only essential data and be self-explanatory. All column headings should clearly define the data presented. Use a tab, not spaces, to separate data points in tables; if using a table editor, ensure each data point is in a unique cell, do not use carriage returns within cells.

#### *4.6 Figures*

All graphs, drawings and photographs are considered figures and should be numbered in sequence. Each figure should have a legend and all legends should be typed together on a separate page at the end of the manuscript and numbered correspondingly. All symbols and abbreviations should be clearly explained.

If all or parts of previously published illustrations are used, permission must be obtained from the copyright holder concerned. It is the author's responsibility to obtain these in writing and provide copies to the Publisher.

#### *4.7 Quotations*

Lengthy quotations (exceeding 40 words) should be indented in the text. It is the author's responsibility to check all quotations for infringement of copyright and to obtain formal permission to use the quotation.

#### *4.8 Confidentiality:*

The names of all individuals, schools, establishments, local authorities, towns and cities should be changed or omitted, so that they are not identifiable.

#### *4.9 Colour Charges*

It is the policy of the International Journal of Positive Behavioural Support for authors to pay the full cost for the reproduction of their colour artwork. Please contact us, [ijpbs@bild.org.uk](mailto:ijpbs@bild.org.uk) for method, and costs, of doing so.

## **5. Copyright**

Papers are only accepted on the understanding that they have not been published previously, has not been submitted for publishing elsewhere and has been read and approved by all authors. A completed Copyright Transfer Agreement must be signed and sent when notice of acceptance is given by the editors.

## **6. Permissions**

It is the responsibility of the author(s) to ensure that all those who have contributed to the paper or the work presented are acknowledged and that they have given their written permission for the article to be published. It is the author's responsibility to obtain all necessary permissions for the use of previously published illustrations.

**7. Proofs:** Proofs will be sent via e-mail as an Acrobat PDF file. The e-mail server must be able to accept attachments up to 4 MB in size. Corrections must be returned to the Production Editor within 5 days of receipt.

**8. Offprints:** A PDF offprint of the online published article will be provided free of charge to the corresponding author, and may be distributed subject to the Publisher's terms and conditions.

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